

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

SECRETARY OF THE SENATE
17 MAY -4 PM 1:41

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Hoover Institution

Travel date(s): April 18-20

Name of accompanying family member (if any): None

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$452.42 (air), \$100.74 (ground)	\$300.00	\$149.00	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached agenda.

5/4/17
(Date)

Amanda H. Neely
(Printed name of Traveler)

Amanda H. Neely
(Signature of Traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

Rob Portman
(Signature of Supervising Senator/Officer)

5/4/17
(Date)

JOHNNY SAKSON, GEORGIA
CHRISTOPHER A. COONS, UTAH

KEVIN CROWLEY, MASSACHUSETTS
KYLE L. GILMORE, IDAHO

BRIAN SCHATZ, KANSAS
JON SHAMLEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR
EMILY GERSHON, CHIEF CLERK

HART SENATE OFFICE BUILDING, ROOM 220
SECOND AND CONSTITUTION AVENUE, NE
WASHINGTON, DC 20510-64

TELEPHONE: (202) 224-3741
FACSIMILE: (202) 224-3742
TDD: (202) 224-3743

United States Senate

SELECT COMMITTEE ON ETHICS

March 27, 2017

Amanda H. Neely
Committee on Homeland Security and Government Affairs
United States Senate
Washington, DC 20510

Dear Ms. Neely:

This responds to your recent correspondence concerning an invitation you received to travel to the Hoover Institution Stuart Family Congressional Fellowship Program, in Palo Alto, California on April 18-20, 2017, sponsored by the Hoover Institution. The Hoover Institution certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*¹ related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. However, the Hoover Institution has certified that it is an organization designated under § 501(c)(3) of the Internal Revenue Code,² that retains or employs a registered lobbyist, and that no registered lobbyist will accompany you at *any point throughout your trip*.³

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, the Hoover Institution is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the

¹ The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² 26 U.S.C. § 501(c)(3).

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

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completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,⁴ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their annual Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

⁴ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file an annual Financial Disclosure Report.

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**HOOVER
INSTITUTION**

**Stanford
University**

**Hoover Institution
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017
Hoover Institution at Stanford University
Palo Alto, California*

Tuesday, April 18, 2017

8:30: Depart DCA on United Airlines Flight 2042

11:35 AM: Arrive SFO, shuttle to Stanford campus
Location: Lou Henry Hoover Building, 580 Serra Mall, Stanford, CA 94305

1:00 – 1:30 PM: Welcome by Hoover Director Tom Gilligan and lunch
Location: Annenberg Conference Room

1:30 – 2:30 PM: Michael McFaul on "Russia's New Confrontation with the West"
Location: Annenberg Conference Room

2:45 – 4:15 PM: Presentation of Hoover Archives and tour of Hoover Tower
Location: Hoover Tower, Tower 110 classroom

4:15 – 5:15 PM: George Shultz on Climate Change
Location: Annenberg Conference Room

5:15 – 6:00 PM: Break

6:00 – 9:00 PM: Dinner and keynote remarks by Condoleezza Rice
Location: Hatfield Courtyard

Wednesday, April 19, 2017

Location: Annenberg Conference Room

8:30 – 9:00 AM: Continental Breakfast

9:00 – 10:20 AM: Ed Lazear on "Economic Policy for Growth, Employment and Higher Wages"

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10:20 – 11:15 AM: Michael Boskin on an "Agenda for Pro-Growth Tax and Regulatory Reform"

11:15 AM – 12:00 PM: Tour of campus

12:00 – 1:00 PM: Lunch

1:00 – 2:20 PM: Ayaan Hirsi Ali on "The Challenge of Dawa and Assimilation"

2:20 – 2:30 PM: Break

2:30 – 3:50 PM: Caroline Hoxby on "Answers to the Top 5 Questions I Am Asked About Federal Education Policy"

3:50 – 4:00 PM: Break

4:00 – 5:00 PM: Bill Perry on "Possible Flashpoints for the Asia Pacific"

5:00 – 5:30 PM: Break

5:30 – 6:00 PM: Shuttle to restaurant

6:00 – 9:00 PM: Dinner and keynote remarks by Niall Ferguson
Location: Tacolicious, 632 Emerson St, Palo Alto, CA 94301

8:30 – 9:30 PM: Shuttle to Schwab Residential Center
Location: 680 Serra St, Stanford, CA 94305

Thursday, April 20, 2017

Location: Annenberg Conference Room

8:30 – 9:00 AM: Continental breakfast

9:00 – 10:20 AM: John Cogan "On the Need for Entitlement Reforms"

10:20 – 10:30 AM: Break

10:30 – 11:50 AM: Abbas Milani on "Domestic Politics and Nuclear Negotiations in Iran"

11:50 AM – 12:30 PM: Lunch

12:30 PM: Depart campus for SFO

3:50 PM: Depart SFO on United Airlines Flight 517

11:55 PM: Arrive IAD

Contact during trip:

Laura Huggard

774-452-2505 (Cell)

lhuggard@stanford.edu

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**Hoover Institution Stuart Family Congressional Fellowship Program
April 2017 Participants**

Ryan Berger, Deputy Chief of Staff and Legislative Director, Senator Joni Ernst

Maria Bowie, Deputy Chief of Staff, Representative Tom Cole

Christopher Bright, Staff Lead, Oversight and Investigations, House Committee on Armed Services

Kendra Brown, Deputy Chief of Staff and Legislative Director, Representative Dwight Evans

Jaclyn Cahan, Counsel, Representative Stephen F. Lynch

Jessica Donlon, Senior Oversight Counsel, House Committee on Small Business

Adam Elias, Chief of Staff, Representative Bill Foster

Molly Fishman, Senior Legislative Assistant, Representative Jackie Speier

Scott Glabe, Policy Director and Deputy General Counsel, House Permanent Select Committee on Intelligence

Tessica Glancey, Press Secretary, House Committee on Homeland Security

Thomas Hill, Senior Professional Staff Member, House Committee on Foreign Affairs

Chris Hixon, Staff Director, Senate Committee on Homeland Security and Governmental Affairs

Adam Howard, Chief of Staff, Representative Mike Turner

AT Johnston, Senior Policy Advisor, House Committee on Energy and Commerce

Octavian Jordan, Legislative Assistant, Representative David McKinley

Charlie Keller, Chief of Staff, Representative Bob Goodlatte

Brian Kennedy, Military Legislative Assistant, Senator Jeff Flake

Jeremy Marcus, Deputy Chief of Staff and Legislative Director, Representative Matt Cartwright

Natalie Matson, Professional Staff Member, House Committee on Homeland Security

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Elizabeth McWhorter, Professional Staff Member, Senate Committee on Homeland Security and Governmental Affairs

Matthew Mulder, Chief Counsel and Legislative Director, Representative Patrick McHenry

Amanda Neely, Deputy Chief Counsel, Senate Permanent Subcommittee on Investigations

Hunter Ridgway, Chief of Staff, Representative Matt Cartwright

Graham Steele, Minority Chief Counsel, Senate Committee on Banking, Housing, and Urban Affairs

Alec Torres, Speechwriter and Deputy Press Secretary, House Majority Leader Kevin McCarthy

Tim Walsh, Chief Staff, Representative Juan Vargas

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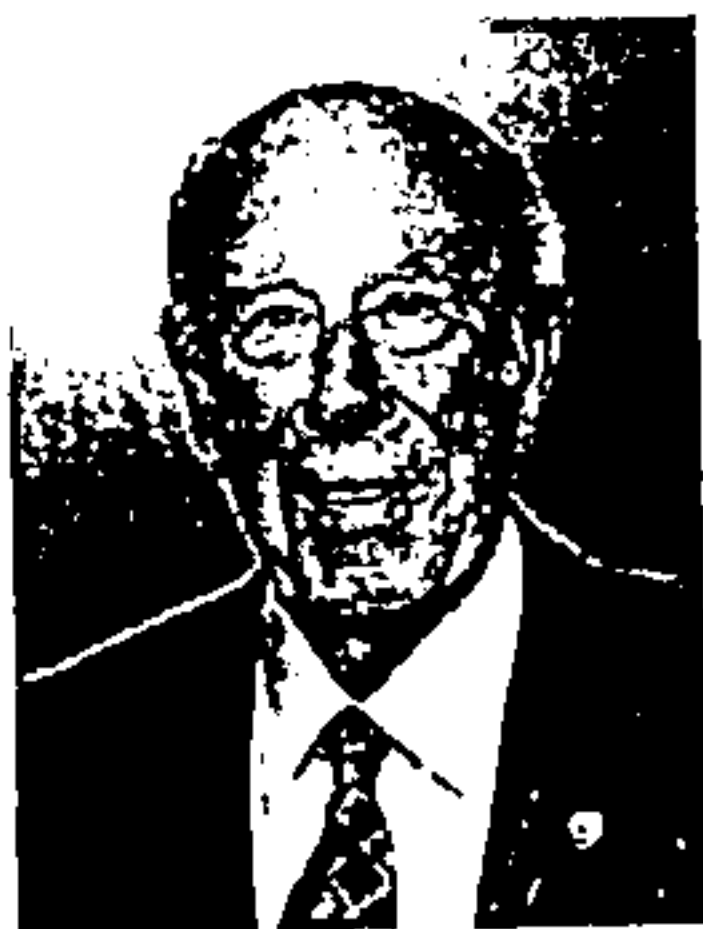
Hoover Institution Stuart Family Congressional Fellowship Program April 2017 Speakers



Michael McFaul

Peter and Helen Bing Senior Fellow

Michael A. McFaul is the Peter and Helen Bing Senior Fellow at the Hoover Institution as well as a professor of political science, director and senior fellow at the Freeman Spogli Institute for International Studies at Stanford University. He also currently works as a news analyst for NBC. His areas of expertise include international relations, Russian politics, comparative democratization, and American foreign policy. From January 2012 to February 2014, he served as the US ambassador to the Russian Federation. Before becoming ambassador, he served for three years as a special assistant to the president and senior director for Russian and Eurasian Affairs at the National Security Council.



George P. Shultz

Thomas W. and Susan B. Ford Distinguished Fellow

George Pratt Shultz has had a distinguished career in government, in academia, and in the world of business. Shultz was appointed secretary of labor by President Nixon in 1969. In June 1970, he became the first director of the newly formed Office of Management and Budget. In May 1972, he was named secretary of the Treasury, a post he held for two years. Shultz held two key positions in the Reagan administration: chairman of the President's Economic Policy Advisory Board (1981-82) and secretary of state (1982-89). As secretary of state, he played a key role in implementing a foreign policy that led to the successful conclusion of the Cold War and the development of strong relationships between the United States and the countries of the Asia-Pacific region including China, Japan, and the Association of Southeast Asian Nations.



Condoleezza Rice

Thomas and Barbara Stephenson Senior Fellow

Condoleezza Rice is currently the Denning Professor in Global Business and the Economy at the Stanford Graduate School of Business; the Thomas and Barbara Stephenson Senior Fellow on Public Policy at the Hoover Institution; and a professor of political science at Stanford University. From January 2005 to 2009, Rice served as the sixty-sixth secretary of state of the United States, the second woman and first African American woman to hold the post. Rice also served as President George W. Bush's assistant to the president for national security affairs (national security adviser) from January 2001 to 2005, the first woman to hold the position. From 1989 through March 1991, Rice served on President George H.W. Bush's National Security Council staff, serving as director; senior director

of Soviet and East European Affairs. In 1986, while an international affairs fellow of the Council on Foreign Relations, Rice also served as special assistant to the director of the Joint Chiefs of Staff.



Edward Paul Lazear

Morris Arnold and Nona Jean Cox Senior Fellow

Edward P. Lazear is the Morris Arnold and Nona Jean Cox Senior Fellow at the Hoover Institution and the Jack Steele Parker Professor of Human Resources Management and Economics at Stanford University's Graduate School of Business. Lazear served at the White House from 2006 to 2009, where he was chairman of the President's Council of Economic Advisers. Founding editor of the *Journal of Labor Economics* and founder of the Society of Labor Economists, he is also an elected fellow of the American Academy of Arts and Sciences, the American Association for the Advancement of Science, the Econometric Society, and the Society of Labor Economists. Lazear was the first vice-president and then president of the Society of Labor Economists.



Michael J. Boskin

Senior Fellow

Michael J. Boskin is a senior fellow at the Hoover Institution and the T. M. Friedman Professor of Economics at Stanford University. He is also a research associate at the National Bureau of Economic Research. In addition, he advises governments and businesses globally. Boskin served as chairman of the President's Council of Economic Advisers (CEA) from 1989 to 1993. He chaired the highly influential blue-ribbon Commission on Consumer Price Index, whose report has transformed the way government statistical agencies around the world measure inflation, GDP, and productivity. Boskin is internationally recognized for his research on world economic growth, tax and budget theory and policy, US saving and consumption patterns, and the implications of changing technology and demography on capital, labor, and product markets.



Ayaan Hirsi Ali

Research Fellow

Ayaan Hirsi Ali is a research fellow at the Hoover Institution. She was born in Mogadishu, Somalia and earned her M.A. in political science at the University of Leiden in the Netherlands. From 2003 to 2006, she served as an elected member of the Dutch parliament. In 2007, Ayaan founded the AHA Foundation to protect and defend the rights of women in the US from harmful traditional practices. Ayaan is currently researching the relationship between the West and Islam. She was named one of TIME Magazine's "100 Most Influential People" of 2005, one of the *Glamour* Heroes of 2005 and *Reader's Digest's* European of the Year for 2005. She is the best selling author of *Infidel* (2007) and *Heretic: Why Islam Needs a Reformation Now* (2015).



Caroline M. Hoxby

Senior Fellow

Caroline M. Hoxby is a senior fellow at the Hoover Institution and a member of the Koret Task Force on K-12 Education. She is the Scott & Donya Bommer Professor of Economics at Stanford University and the director of the Economics of Education Program for the National Bureau of Economic Research. She also serves as a member of the Board of Directors of the National Board for Education Sciences. She has written extensively on educational choice and related issues. She is the editor of *The Economic Analysis of School Choice* (University of Chicago Press, 2002) and *College Choices* (University of Chicago Press, 2004).



William J. Perry

Senior Fellow

William Perry is a senior fellow at the Hoover Institution and the Freeman Spogli Institute of International Studies. He is the Michael and Barbara Berberian Professor at Stanford University and serves as codirector of the Nuclear Risk Reduction initiative and the Preventive Defense Project. He is an expert in US foreign policy, national security, and arms control. Perry was the nineteenth secretary of defense for the United States, serving from February 1994 to January 1997. He previously served as deputy secretary of defense (1993-94) and as undersecretary of defense for research and engineering (1977-81). Perry currently serves on the Defense Policy Board, the International Security Advisory Board, and the Secretary of Energy Advisory Board. Perry's most recent book, *My Journey at the Nuclear Brink*, is a continuation of his efforts to keep the world safe from a nuclear catastrophe.



Niall Ferguson

Senior Fellow

Niall Ferguson is a senior fellow of the Hoover Institution, Stanford, and a senior fellow of the Center for European Studies, Harvard. He is also a visiting professor at Tsinghua University, Beijing, and the Diller-von Furstenberg Family Foundation Distinguished Scholar at the Nitze School of Advanced International Studies in Washington, DC. He has written fourteen books, including *The House of Rothschild*, *Empire*, *The War of the World*, *The Ascent of Money*, *The Great Degeneration*, and *Kissinger, 1923-1968: The Idealist*. His 2011 feature-length film *Kissinger* won the New York International Film Festival's prize for best documentary. His PBS series *The Ascent of Money* won the International Emmy for best documentary.



John F. Cogan

Leonard and Shirley Ely Senior Fellow

John F. Cogan is the Leonard and Shirley Ely Senior Fellow at the Hoover Institution and a faculty member in the Public Policy Program at Stanford University. His current research is focused on U.S. budget and fiscal policy, federal entitlement programs, and health care. His latest book, *The High Cost of Good Intentions* is scheduled to be published this autumn. The book traces the history of U.S. federal entitlement programs from the Revolutionary War to modern times. From 1983 to 1985, Cogan served as associate director in the U.S. Office of Management and Budget (OMB) and was appointed Deputy Director in 1988. He has served on President George W. Bush's Commission to Strengthen Social Security, the U.S. Bipartisan Commission on Health Care (the Pepper Commission), the Social Security Notch Commission, and the National Academy of Sciences' Panel on Poverty and Family Assistance.



Abbas Milani

Research Fellow

Abbas Milani is a research fellow and codirector of the Iran Democracy Project at the Hoover Institution. In addition, Milani is the Hamid and Christina Moghadam Director of Iranian Studies at Stanford University. His expertise is US/Iran relations and Iranian cultural, political, and security issues. Before coming to Hoover, Milani was a professor of history and political science and chair of the department at Notre Dame de Namur University and a research fellow at the Institute of International Studies at the University of California at Berkeley, in addition to being an assistant professor in the faculty of law and political science at Tehran University and a member of the board of directors of Tehran University's Center for International Studies from 1979 to 1987. Milani was also a research fellow at the Iranian Center for Social Research from 1977 to 1978 and an assistant professor at the National University of Iran from 1975 to 1977.

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Amanda H. Neely

Employing Office/Committee: Senate Committee on Homeland Security & Governmental Affairs

Private Sponsor(s) (list all): The Hoover Institution

Travel date(s): April 18-20, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford University

Explain how this trip is specifically connected to the traveler's official or representational duties:

The Hoover Institution Stuart Family Congressional Fellowship Program provides comprehensive policy seminars exploring "the philosophical foundation of political reasoning as well as the mechanics of the policies themselves." In my official duties, I regularly draft and negotiate bills for introduction by Senator Portman.

Name of accompanying family member (if any): None

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

March 9, 2017
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Rob Portman hereby authorize Amanda H. Neely
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

March 15, 2017
(Date)


(Signature of Supervising Senator/Officer)

Form RE-1

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library, and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the second sponsored trip for congressional staff organized by the Hoover Institution. The first was in August 2016, and had a similar format and similar content as this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, Executive branch officials, academics, and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500 roundtrip airfare; \$200 ground transportation	\$300 total (\$150/night)	\$160 total (\$64/day)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged/organized specifically for congressional participation. Seminar students are all congressional employees. However, non-congressional employees will teach and speak at the seminar.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra St., Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses are on par with the official Federal Government travel per diem rates. The per diem rate for lodging surrounding Stanford University is \$206 per night, whereas our chosen lodging is priced lower. Our meal expenses are being planned to comply with the \$64 government per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class round-trip airfare and ground transportation to Stanford University from Washington, DC.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Michael G. Franc

Name and Title: Michael G. Franc, Director of Washington, DC Programs

Name of Organization: Hoover Institution

Address: 1399 New York Ave NW, Suite 500, Washington, DC 20005

Telephone Number: (202) 760-3200

Fax Number: (202) 760-3191

E-mail Address: mfranc@stanford.edu

**Hoover Institution Stuart Family Congressional Fellowship Program
Senate Attendee List**

Ryan Berger, Deputy Chief of Staff and Legislative Director, Senator Joni Ernst

Carter Burwell, Deputy Chief Counsel, Senate Judiciary Committee

Chris Hixon, Staff Director, Senate Homeland Security and Governmental Affairs Committee

Brian Kennedy, Military Legislative Assistant, Senator Jeff Flake

**Elizabeth McWhorter, Professional Staff Member, Senate Homeland Security and
Governmental Affairs Committee**

Amanda Neely, Deputy Chief Counsel, Senate Permanent Subcommittee on Investigations

Graham Steele, Minority Chief Counsel, Senate Banking Committee

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3/8/2017

On behalf of the Hoover Institution Stuart Family Congressi... - Laura Huggard

On behalf of the Hoover Institution Stuart Family Congressional Fellowship Program

Laura Huggard

Fri 2/24/2017 9:31 AM

To: amanda_neely@hsgac.senate.gov <amanda_neely@hsgac.senate.gov>;

Dear Ms. Neely,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which will take place on the Stanford University campus in Palo Alto from April 18-20, 2017.

Your submission was exceptional among the many that we received, and we hope you are still able to join us for the trip. Please let me know by if you'd like to accept our offer of admission by Wednesday, March 1st, at which point I'll follow up with the appropriate ethics forms and deadlines, along with travel and lodging information.

Again, thank you for your interest in the program and we hope you'll be able to join us.

Best regards,

Laura Huggard
Administrative Associate
Hoover Institution | Stanford University
(202) 760-3189 | lhuggard@stanford.edu

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